

Tarek Z. Kerdy

ABU DHABI, UAE

10th of May 1991

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Professional Objective

Seeking to pursue and develop a career in finance or accounting with the passion to succeed.

Experience

Arabia Insurance Company; ABU DHABI, UAE

Duration : 12th of April 2015 - Present

Position: Sales executive

Main task:

- ✓ Sold GAP branded products including Motor Insurance, Extended Warranty, RSA, GAP Insurance.
- ✓ Developed relationships with potential customers.
- ✓ Followed up with dealers to check and resolve client enquiries where possible
- ✓ Conducted market research to keep updated on competitor rates, products.
- ✓ Developed and maintained a strong relationship with dealership's staff.

Hyundai Motor Company ; Beirut, Lebanon

Duration : 16th of May 2014 – 8TH of April 2015

Position: Junior Accountant

Main task:

- ✓ Verified and recorded daily business transactions such as bank deposits and bank transfers.
- ✓ Computed and recorded charges, cost of lost or damaged goods.
- ✓ Followed up on daily statement of cashier and ensured matching balance.
- ✓ Calculated cars registration revenues and profits on monthly basis.
- ✓ Handled account receivable, reported on overdue accounts.
- ✓ Issued credit / debit note to customers / suppliers.

- ✓ Analyzed suppliers accounts before preparing due payments.
- ✓ Performed bank reconciliation.
- ✓ Monitored and recorded LCs (letter of credit)
- ✓ Calculated and recorded depreciation on monthly basis.
- ✓ Performed physical stock count and reconciled with the system.

Moore Stephens ; Beirut, Lebanon

Duration : 15th of April 2014 till 15th of May 2014

Position: Intern – External Auditor

Main tasks:

- ✓ Audited UNHCR implementing partners such as DRC , WCH.
- ✓ Determined the percentage of sampling for vouching.
- ✓ Reviewed agreement for compliance purposes.
- ✓ Drafted the audit report which includes the findings and explanations.

Goodies international ; Beirut, Lebanon

Duration: 1st December 2013 till 14th February 2014

Position: Intern – Junior Accountant

Main tasks:

- ✓ Recorded daily financial transactions such as purchases, sales, receivables and payments. Issued credit /debit note.
- ✓ Performed monthly bank reconciliation.
- ✓ Followed up on daily statement of cashier ensuring matching balance.

BDO international SG&CO; Beirut, Lebanon

Duration: 1st July 2013 till 31st July 2013

Position: Intern – Assurance services: External Auditor

Main tasks:

- ✓ Determined the effectiveness of internal control.
- ✓ Designed and executed tests of detail or substantive procedure.

Education

Lebanese American University (LAU) (Jun'13)
Beirut, Lebanon

BS in Business – Accounting (Major GPA: 3,26)

High School

College Melkart (*Jun'09*)

Beirut, Lebanon

French Baccalaureate SE

Skills

Computer Applications: Microsoft Word, Excel and PowerPoint.

Soft skills: Good Communication and analytical skills

Languages: English, French, Arabic: Fluent

Personal Details

Hobbies: Traveling, Football and investing (US stock market)